



**Montgomery County
Department of Permitting Services**

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)777-0311
<http://www.montgomerycountymd.gov/dps>



Commercial Building Inspections

Building Inspection Sequence		Prior to Inspection Request		Performed by		Inspection approval required prior to
Type	Code	Work to be Completed	Approved Inspections	DPS	Others	
Pre-construction meeting	255	Before commencing the construction, the owner or his/her designee shall call 311 to schedule a meeting to discuss requirements, approved plans and related matters. It may require principal parties to the construction process attend this meeting during which an Inspector will represent the Department of Permitting Services. Notice: Failure to schedule a pre-construction meeting before commencing construction may result in the issuance of a civil citation		yes		
Soils inspection and testing	259	All placed engineered fill and backfill material. Foundation excavations tests where soil-bearing capacity has to be determined or verified. NOTE: The certification by the inspection agency indicating adequate soil bearing capacity to support the design loads must be submitted to the inspector at the site at the time of the footing/reinforcing steel inspection and prior to placing any concrete.		No	<ul style="list-style-type: none"> Professional Engineer 	Pre-construction
Footings, if required	051	<ol style="list-style-type: none"> Excavation for wall footings, column/pier footings, or thickened slabs completed Grade stakes, reinforcing steel 		Yes	<ul style="list-style-type: none"> Licensed Design Professional⁽¹⁾ 	<ul style="list-style-type: none"> Placing concrete

Caissons/Piles	052			No	• Licensed Design Professional ⁽¹⁾	
Parging, Backfill, Waterproofing	065	1. Walls waterproofed 2. Exterior foundation drainage system installed 3. If interior drain tiles are to be used, weep holes (2 in. minimum diameter, 6 feet on center) installed ⁽³⁾ 4. Walls strong enough or braced	• 051	Yes	• Licensed Design Professional ⁽¹⁾	• Backfilling
WSSC Ground Works ⁽²⁾ , if required	WSSC#1	1. Consult your WSSC inspector or go to wsscwater.com			• WSSC	• Placing concrete
Concrete slab-on-ground floor	069	1. Sewer and water pipes installed, and approved inspection by WSSC. 2. Installation of slab base, vapor retarder, slab edge insulation, reinforcing installed	• 051 • WSSC#1 (green sticker)	Yes	• Licensed Design Professional ⁽¹⁾	• Placing concrete
Masonry Fireplace/Chimney, if required	068	1. Chimney/fireplace and the first flue liner installed	• 051	Yes		• Installing additional liners (close-in) inspection
WSSC Plumbing/Gas rough-in ⁽²⁾ , if required	WSSC#2	1. Consult your WSSC inspector or go to wsscwater.com			• WSSC	
Sprinkler Hydro ⁽³⁾ , if required	280	1. Sprinkler system and all related components installed		Yes, Fire Protection Inspector		
Wall Check	074	A professional engineer entitled to practice in Maryland may provide such certification. Must be sent to and approved by Zoning. Prior to scheduling Close-in inspections.		No	Professional Engineer	
Wall close -in	070	All firestopping and all electrical and plumbing rough in must be in place prior to inspection. Note: If structural steel is involved all certification as to steel assembly and connections are due at this time, prior to inspection.	074 Location Wall Check	Yes		

Ceiling Close-in	071	All plumbing and electrical rough ins are to be complete at this inspection. If plenum, all items to be placed in plenum area are to be in place at the time of inspection suspended ceiling is used, all grid work is to be complete and secured. Sprinkler system Hydro	068 Mechanical close-in scheduled at the same time.	Yes		
Grade Beam	053	All reinforcing in place at time of inspection and in compliance with the approved plans.		Yes	Professional Engineer	
Walls Concealment/ rebar	054	All reinforcing in place at time of inspection and in compliance with the approved plans.		Yes	Professional Engineer	
Walls Masonry/rebar	055	All reinforcing in place at time of inspection and in compliance with the approved plans.		Yes	Professional Engineer	
Walls/Masonry Exterior	056	All reinforcing must be in place. Clean out holes to remain open until inspection		Yes	Professional Engineer	
Steel Assembly	058	This Special Inspection includes the determination that members are properly located, sized, and in accordance with approved plans; checking of setting of anchor bolts and base plates; determining that members are plumb		No	Professional Engineer	
Steel Connections (weld, bolt)	059	This Special Inspection includes the determination of proper member connections.		No	Professional Engineer	
WSSC Plumbing/Gas Final ⁽²⁾	WSSC#3	<ol style="list-style-type: none"> 1. All plumbing and gas including water, sewer and meter installations where applicable completed. 2. Consult your WSSC inspector or go to wsscwater.com 			• WSSC	

Sprinkler Final ⁽³⁾	281	1. An inspection of the sprinkler system once installation is totally complete. This includes all piping, valves, gauges, signs, escutcheon plates, etc. are installed and the system is tied into the fire alarm.	•	Yes, Fire Protection Inspector	•	
Final ⁽⁷⁾	251	1. All attic, basement, crawl space, insulation installed 2. Street address attached to the building 3. All smoke detectors in working condition 4. Duct pressure test ⁽⁶⁾ results if performed postconstruction	<ul style="list-style-type: none"> • Electrical 651 • WSSC#3 (light blue sticker) • 281 	Yes	• Third Party (6)	

⁽¹⁾ [Special Inspectors](#) Maryland registered professional engineers & architects approved for this type of inspection

⁽²⁾ Washington Suburban Sanitary Commission (WSSC) provides permits and performs inspections on plumbing and natural gas piping and appliance installation. Montgomery County inspectors will not conduct a close-in inspection, or final inspection without an approved WSSC rough-in inspection, or final inspection. Scheduling of and approval of required inspections is the responsibility of the WSSC Licensed Master of Record

⁽³⁾ DPS issue a separate permit for fire sprinkler installation

⁽⁶⁾ A duct pressure test is required when any part of newly installed duct work or air handlers are located outside of the building thermal envelope. The test can be performed at the rough-in or postconstruction phase. Test to be performed by MD State licensed HVAC contractor, State Licensed Mechanical Engineer, or owner. Provide test results to Inspector during the framing/close-in inspection or at the insulation inspection if the test is performed during the rough-in phase or, at the final inspection if the test is performed in the post construction phase.

⁽⁷⁾ The final mechanical inspection must be requested with the final building inspection after approved final sprinkler and/or Fire alarm inspection.